# Quick Reference Guide
### Software version TC 6.0–January 2013

ISO A4 Version

## Basic operating principles

Tap screen to wake up system.

Tap a button to activate its function.

Scroll in the lists, as outlined.

## Calling someone using their number

Tap **Dialpad**.

Key in the number, as outlined.

Tap **Call** to place the call.

## Switching between dialpad and keyboard

Tap **ABC**...

This is the alphanumerical keyboard. To insert a digit tap and hold the corresponding key, or tap **123** to switch to numeric mode, as outlined.

This is the keyboard in numerical mode. If you prefer the dialpad instead, tap anywhere outside the keyboards, as outlined.

## Calling someone using the lists of Contacts

Tap **Contacts**...

Search or scroll through the any of the lists, see overleaf for details.

Tap **Call** to place the call.

## Calling more than one (MultiSite)

*MultiSite is optional-max. 3 + 1 audio can be called*

Place a call to the first participant.

Once you are in the call, tap **Add**.

Then call the next participant in the usual way.

Tap **Add** to place the second call, initiating a conference.

To add more participants, tap **Add** again.

Tap **END** to terminate the conference.

## Calling more than one (MultiWay™)

*MultiWay is optional-max. number of participants is determined by your network*

Place a call to the first participant.

To add another, tap **Hold** (a) followed by **Add** (b).

Then call the next participant in the usual way.

Tap **Add** to place the second call, initiating a conference.

To add another, tap **Hold** (a) followed by **Add** (b), as outlined above.

Tap **END** to terminate the conference.

## Receiving an incoming call while already in a call
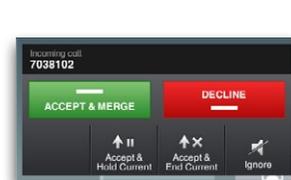
*Applies to audio calls only if no MultiSite or MultiWay*

You may:
**ACCEPT & MERGE** (MultiSite)
**DECLINE** (all configurations)
**Accept & Hold Current** (MultiSite/MultiWay)
**Accept & End Current** (all configurations)
**Ignore** (all configurations)

## Transferring an ongoing call

Tap as outlined to invoke the Transfer dialog box.

Tap **Transfer**, as outlined, then call someone else in the usual way

Tap **TRANSFER**, as outlined.

## Call swapping

Tap **Hold**, as outlined.

Tap **+ Place New Call** as outlined, then place a call in the usual way.

Tap **Swap** to go between the two parties.

## Layout control in a call

To select a different layout, tap **Layout** and then tap the new preferred layout. What you see is what you get.

Tap the dots, as outlined, to switch between graphical and tabulated presentation of the participants.

Tap as outlined during a call to add self–view to your screen (this will not be seen by the remote participants).

Tap and hold the self–view icon. When it turns blue drag it to a new position, as outlined.

## The three types of Contacts

**Favorites** is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

**Directory** is your corporate phone book. It cannot be edited by you. Entries can be copied to Favorites and edited there.

**History** lists the received, placed and missed calls since the last time the list was cleared.

## Locating someone in Contacts by scrolling

Tap **Contacts**.

Tap **Favorites**, **Directory** or **History**.

Scroll in the selected list, as outlined.

## Locating someone in Contacts by searching

In Contacts tap the **Search** field, as outlined.

Type to search for an entry. Searches will be conducted within all three Contacts lists.

Matches will appear as you type.

Once located, tap the entry to place a call, to edit the entry or to add the entry to Favorites.

## Adding an entry to Favorites

In History or Directory tap the entry to be added to Favorites.

Tap **Add to Favorites**.

## Clearing History

To clear the list scroll the list as outlined (**a**) until the button **Clear List** appears, then tap this button (**b**).

## Searching within Directory

The Directory may have folders. If you tap a folder and then search, the search will apply to the current directory folder and its subfolders only. To go one level up, tap **Back**. To make the search apply to the entire corporate directory, do not enter (tap) any folder before the search is commenced.

## Sharing content—conducting presentations

Make sure your presentation source is switched on and connected to the video system before you tap **Presentation**.

Tap **Presentation**, as outlined.

Scroll (**a**) to locate the required source, as outlined. Then tap **Present** (**b**).

When the presentation is over, tap **Stop Presenting**, as outlined.

## Changing layout during presentations

During a presentation tap **Layout**, as outlined, to display the layout alternatives available.

Tap the layout you prefer to start using that layout.

## Full screen presentations

This option may not be present on systems with customized layouts.

You may set up your system for a full screen presentation with the presenter appearing in a PiP (Picture-in-Picture), which is similar to self-view. To enable this, tap as outlined.

The PiP can be moved to a different position by tapping and holding until it turns blue. You may then move it to a different position, as outlined.

## Do not disturb

When set to Do Not Disturb, ringtones are muted and incoming calls will appear as missed calls. You may place calls as usual.

## Camera presets in a call

Tap the camera icon, as outlined.

Select the preset required, as outlined.

Tap anywhere outside the menu to hide the presets.

## Near end camera control

Tap the camera icon, as outlined.

Tap **Show camera controls**, as outlined.

Adjust as needed (**a**) and tap Hide camera controls (**b**).

## Far end camera control

Tap as outlined. If you are in a call with more than one (a conference), tap the one whose camera you want to adjust.

Tap **Camera control**, as outlined.

Adjust pan and zoom as required.

Tap anywhere outside the menu to exit.

## Lock as speaker

Start with a layout as outlined (one speaker larger than the others) and tap as shown, then tap **Lock as Speaker**, as outlined to prevent voice switching.

To unlock, repeat the process and tap **Unlock Speaker**.

## Using touch tones (DTMF) in a call

Sometimes you may be urged to enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code.

Tap **Touch Tones** to invoke the keypad.